

## File Naming Conventions for Uploaded Documents in EMWS

### NAMING CONVENTION Policy and Procedures

#### Policy

All users of the Electronic Medicaid Waiver System (EMWS) shall use the Division's standardized naming convention for saving documents to a person's file on the Electronic Medicaid Waiver System.

#### Procedures

Files will be named in the following manner:

1. WAIVER INITIALS: **CA, CC, SA, SC, SABI, CABI**
2. PARTICIPANT: **LAST NAME. FIRSTNAME**
3. DOC TITLE ABBREVIATED: **(see list below)**
4. DATE: **YYYY.MM.DD**

**Example:** CC. Kennedy.Jamie.Appl.2011.10.28 (separate with a period)

1                      2                      3                      4

### Document Title Abbreviations

**Appl** - Application

**CMSel** -Case Manager Selection

**Psych** – Psychological Evaluation

**Neuro** - Neuropsychological Evaluation

**Guard** - Guardianship Papers

**LT104** - LT-104 Level of Care Assessment

**ICAPlist** – ICAP Checklist

**ICAP** – ICAP 3 page summary form

**PBSP**- Positive Behavior Support Plan

**MAR** – Medication Assistance Record

**Seiz** - Seizure Protocol

**Vagus** - Vagus Nerve Stimulator Protocol

**Meal** - Mealtime Protocol

**Posit** – Position Protocol

**ROI** - Release of Information

**TeamSign** – Team Signature Verification Form

**Conflict** – Conflict of Interest Form

**Relative** – Relative Disclosure Form

**IBAAjust** – IBA Adjustment Request

**Goods** - Goods and Services Form

**Unpaid** - Unpaid Caregiver Service Form

**\*Service Name\*** - Service Form for a specific service.

**SkNurseOrd** - Physician's order for Skilled Nursing

**RestraintOrd** - Order for Restraint